

# ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



**HUMAN RESOURCES  
OFFICE**  
Washington National  
Guard  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**Announcement number**  
10-054-ARNG  
**Opening Date**  
26 May 2010

**Position Title, Series & Grade**  
Supply Technician  
GS-2005-07

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:**

24 June 2010

**PD Number:**  
70152000

**Location of Position:**

USPFO- Material Management  
Camp Murray, WA 98430

**Baseline physical**

**An employment physical may be required within 90 days of employment per OSHA regulation and NGB\* \*this physical will be used to determine fitness and eligibility for continued employment.**

**Salary Range:**

\$41,390 PA to \$53,811 PA

**Website address:**

[http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

## APPOINTMENT FACTORS

### Area of Consideration

☒ **Area 1 – In-service Excepted:** All permanent Washington Army National Guard Excepted and Competitive bargaining unit civil service employees, and members with excepted technician re-employment rights to the Washington Army National Guard.

☐ **Area 2 – In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Army National Guard.

☒ **Area 3 – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☐ **Area 4 – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

### CURRENT BARGAINING UNIT STATUS

☒ **Bargaining Unit**  
☐ Non-Bargaining Unit

### Appointment Factors:

☐ Officer    ☒ **Enlisted**    ☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent**    ☐ Indefinite    ☐ Temporary

## Military Assignment & Grade Requirements

**MOS:** 51C  
**ECMF:** 92

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

**Military Grade Available:**  
E-4 to E-7

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

## Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized  
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

## Minimum Requirements for Consideration

**General Experience:** Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

**Specialized Experience:** Must have **12** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

**Other Requirements:** All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army. Must have a Washington State License and be able to obtain a government travel card.

## The following Selective Placement Factors (SPFs) will be considered in the evaluation process

**Element I** – Knowledge of supply and commercial carrier policies, procedures; both manual and automated systems, or other instructions relating to process supply transactions.

**Element II** – Knowledge of computer systems and personal computer or terminal operation for basic entry and retrieval operations.

**Element III** – Ability to analyze issues and recommend changes.

**Element IV** – Knowledge of automated supply databases to enter, correct and retrieve recurring reports, and to structure and retrieve specialized reports.

**Element V** – Knowledge of the capabilities, operating characteristics and advance functions of office automation software e.g. database, spreadsheet, word processing, etc.

## Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

**Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.**

## SUMMARY OF DUTIES

This position is located in the Property Management Branch, Supply and Services Division, United States Property and Fiscal Office (USPFO). Its purpose is to monitor the accountable equipment within the State and maintain an accurate accounting and reporting system for property book equipment to include providing data to the Continuing Balance System – Expanded (CBS-X). The position reviews property book accountability records and supporting documents, investigates inaccuracies, and reports findings to appropriate management. Participates in the management of the Army Unique Item Tracking (UIT) program. Manages the Department of Defense Activity Address Code (DODAAC) program. Participates in the management of equipment loans. Maintains an accurate automated accounting and reporting system of property book equipment for units and activities within the State. Conducts property book reconciliations. Maintains contact with such agencies of the Department of Defense (DOD), Department of the Army (DA), National Guard Bureau (NGB) and other states and units to resolve problems within responsible areas. Communicates with Army Material Command (AMC), Defense Logistics Agency (DLA) and NGB program managers to affect receipt of required equipment to support State readiness objectives. Manages serialization tracking programs within the Supply Support Activity (SSA), such as Small Arms Serialization Program (SASP), Controlled Cryptographic Items Serialization Program (CCISP), and Radiation Testing and Tracking System (RATTS). Manages the loan of equipment. Performs other duties as assigned.

## HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification"
- SF 256 "Self-Identification of Handicap"
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- One of the following:
  - a) OF 612 "Application for Federal Employment"
  - b) Personal Resume, with original signature or
  - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.**
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

\*\*To obtain forms online go to: [http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

**\*\*Mail or Hand Deliver** forms to: HRO Attn: Staffing Section  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**(Faxed and Scanned copies will not be accepted)**

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

**For additional information:** HRO STAFFING SECTION  
Phone (253) 512-7835  
DSN 323-7835